



**REQUEST FOR EMPLOYEE RELOCATION**  
**CONUS to OCONUS - Fellowship**

<b>Center, Institute, or Office (CIO):</b>	<b>Travel Order Number:</b>		
<b>Division:</b>	<b>CIO Travel Resource Contact (TRC):</b>		
<b>Employee's Name:</b>	<b>Social Security Number:</b>		
<b>Job Title:</b>	<b>Office Park:</b>		
<b>Type:</b> (check one)	<input type="checkbox"/> Senior Fellow	<input type="checkbox"/> EIS Fellow	<input type="checkbox"/> PHPS Fellow
	<input type="checkbox"/> Service Fellow	<input type="checkbox"/> Regular Fellow	
<b>Funding Information:</b>	<b>Appropriation:</b> <i>FY of Appropriation:</i>		
	<b>CAN:</b> <i>Service Fee CAN:</i>		
	<b>Interagency Agreement Number:</b> 2051IA06-24		
<b>Relocating From:</b>			
<b>Relocating To:</b>			
<b>Effective Date:</b>			
<b>Immediate Supervisor at New Location:</b>			
<b>Current Home Address:</b>			
	City	State	Zip
<b>Mailing Address:</b>			
	City	State	Zip
<b>Home Phone Number:</b>	<b>Work Phone Number:</b>		
<b>Mobile Number:</b>	<b>Fax Number:</b>		
<b>Email Address:</b>			
<b>For Approving Officials:</b>	<input type="checkbox"/> Shipment of POV, mobile home, or boat		
	<input type="checkbox"/> Consumables Shipment		
	<input type="checkbox"/> Relocation services (Alaska and Hawaii only)		
<b>Division Approval:</b>	<i>Signature of Division Approving Official</i>		
	<i>Name:</i>	<i>Title:</i>	
<b>CIO Approval:</b>	<i>Signature of CIO Approving Official</i>		
	<i>Name:</i>	<i>Title:</i>	

*Please complete this form and send it to Bureau of the Public Debt (BPD) to begin processing your move:*

Centralized E-Mail Account: [PCSTravel@bpd.treas.gov](mailto:PCSTravel@bpd.treas.gov)  
Fax Number: (304)480-8480